2010 DOC Watershed Coordinator Grant Program

Quarterly Report Form Instructions

1. **Executive Summary:** A concise, one paragraph summary of the overall purpose of this grant and a description of the direct benefits to the watershed(s). This paragraph will be used for every submission to give readers a brief overview of the grant and its objectives. This information can be derived from the grant proposal/application and need not change each quarter unless the grant has been amended (200 words maximum).

2. **Activities and Accomplishments Summary:** Based on your work plan, provide a brief summary of <u>major</u> activities completed and <u>major</u> accomplishments achieved during this quarter. (Do not report on administrative tasks such as completing reports or invoices.)

   a) Use bullets to list each work plan objective addressed for the quarter. (To add bullets to the template, first type in text, then hit the return key for the next bullet.)

   b) <u>Briefly describe the actions taken to achieve each objective and explain how these actions directly benefit the watershed</u>. This summary of results should go beyond a list of task completions. Report on outcomes and not just outputs. For example, if you facilitated or attended a stakeholder watershed meeting:

   - What was the result or outcome of that meeting?
   - What benefits to the watershed are expected as a result of the meeting (i.e. developed a watershed plan, determined plan priorities, identified funding sources, developed project plans, developed new partnerships, etc.)?

3. **Performance measures (PMs), as listed in the work plan, <u>completed</u> during this reporting period.**

   a) Identify and describe any completed PMs for each objective. If there is more than one component to a PM, use bullets to separately list them.

   b) Describe the outcomes and benefits achieved from each completed PM. (If a PM has not yet been completed, do not include it.)

Example:

Watershed Goal: (description)

Work Plan Objective #1: (description)

PM(s): (description)

Completed measures and outcomes:

- A.
- B.
- C.

4. **Identify all new funding obtained from the Grant Start Date through this reporting period.** Include grant proposals the watershed coordinator has submitted or collaborated on, and all other sources of new funding, such as donations and gifts. This will be a cumulative, ongoing tracking table of all new funding obtained during the life of this grant.

   Do not include match that is already listed in the *Exhibit B – Budget* of the grant agreement. These tables should be used to track new funding obtained since the Grant Start Date.

   a) **Table 1. Grant proposals submitted throughout the grant.**

   Instructions:

   - To add rows to the tables, right click within the table and then use the *Insert* tab.
   - **Program Name**: the name of the grant program. Abbreviate if the acronym is commonly known. Examples: NRCS; USDA, USFWS; Sierra Nevada Conservancy (SNC); CalFire, USFWS, TNC (The Nature Conservancy), etc.
   - **Funding Entity and Type** [in brackets]: Key: F = federal; S = state; P = private, L = local and county. Abbreviate if the acronym is commonly known. Examples: DWR [S], SWRCB [S], EPA [S], US EPA [F], etc.
   - **Funding Source**: abbreviate if the acronym is commonly known. Examples: Prop 50, Prop 84, 319(H), etc.
   - **Purpose**: a few words to describe what the grant is for and where it will impact. Examples: Auburn Ravine fish passage, Dry Creek watershed monitoring, Cow Creek invasive weed removal and monitoring, etc.
   - **Requested Amount**: dollar amount requested in the proposal.
   - **Status**: Key: P = pending; F = funded; N = not funded
   - **Amount Awarded**: if funded, list the dollar amount awarded for the grant.
   - **Award Date** (mm/dd/yy): date the grant award is confirmed (not the grant start date).

- **Total**: Fill in the total amounts requested and awarded to date. These are cumulative totals. Double check the math before entering the totals.

b) **Table 2. New non-grant funding obtained throughout the grant** (not previously identified in *Exhibit B – Budget* of the grant agreement). This will be a cumulative, ongoing tracking table of new non-grant funds received during the life of this grant.

5. **Provide final copies of outreach materials and other products created during the reporting period,** such as brochures, handouts, fact sheets, etc. Also provide photos taken during this reporting period in digital format on a CD**. (**Do not embed photos into this report form and do not email photos to DOC. Refer to submittal instructions below.)

   Important Note: Before using the DOC logo or publishing any documents or materials which cite this DOC grant as a funding source, please provide a draft copy of the item to your assigned grant administrator for approval. Refer to *Section 11: Publicity and Acknowledgment*, on page 5 of the Grant Agreement, for guidance on how to properly reference DOC support in publications.

6. **If applicable, describe any problems or setbacks related to the implementation of the grant or the work plan.** Briefly discuss any issues that may affect progress on meeting work plan goals and objectives. Also provide possible solutions to identified problems.

Submit one hard copy (via regular mail – not express mail) and one electronic copy (via email) of this quarterly report to your assigned grant administrator, as identified in the grant agreement. Reports should be postmarked within 30 days of the end of the quarter.

DOC Mailing Address:

Department of Conservation
Division of Land Resource Protection
c/o [fill in assigned grant administrator]
801 K St., MS 18-01
Sacramento, CA 95814

Important Notes:

- Reports must be submitted in MS Word format; no pdf formats. We must be able to extract information from your reports in order to compile summary reports for the Legislature.

- <u>Do not email any files or photos to DOC staff that are larger than 1 MB in size</u>. Our email system cannot handle large files. If you have large documents and/or photos to submit along with the report, please put the documents on a CD and mail it along with the required hard copy of the report.

- Always include the grantee name and grant agreement number in any correspondence with DOC staff. We have over 80 watershed coordinator grants to track and this information will help us with processing your reports and invoices.

- Do not submit large unnecessary documents such as grant proposals, water monitoring data, meeting sign-in sheets, etc. When in doubt, please contact your assigned grant administrator before submittal.

If you have any additional questions that cannot be answered by reviewing your grant agreement, the RFP, or your original proposal, please contact your assigned grant administrator. We are here to help you successfully complete your grant.